

## MEMORANDUM

DATE: April 25, 2011

TO: Policy Committee

FROM: Leanne Reidenbach, Senior Planner

SUBJECT: Administrative policy and procedures manual

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As requested by the Policy Committee at its meeting on April 13, 2011, staff has reviewed the administrative policy and procedures manual that is given to new Planning Commissioners and received feedback from the Deputy County Attorney (Attachment 1). The list of materials provided to the Planning Commission in the policy and procedures manual has been revised to reflect only those policies and guidelines that are (1) adopted by the Board of Supervisors, (2) adopted by the Planning Commission, or (3) recommended by the Policy Committee and endorsed by the Planning Commission. The table of contents (Attachment 2) reflects these changes through a revised organization. Documents that are for staff purposes only (such as procedures for dealing with churches and small developers) and plans/materials that are large and either available on the web site or provided elsewhere in new Planning Commissioner training materials (such as the Greenway Master Plan and adopted watershed management plans) have also been eliminated from the manual.

The majority of these policies and procedures are currently available on the Planning Divisions webpage at <http://www.jccegov.com/planning/policy.html>. In the coming weeks, staff will be making sure that the policies provided to the Planning Commission in the manual are all available on the County webpage.